SELF-EVALUATION FORM FOR FY2006 CARL D. PERKINS SPENDING PLAN

LEA/COLLEGE/AGENCY: _____

In the first column, enter "Y" for Yes, "N" for No, and "NA" if Not Applicable.

Y/N/NA	#	CRITERIA
		SPENDING PLAN TITLE PAGE & BOARD RESOLUTION
	1.	Is the **Spending Plan Title Page** included and are **all items correct and complete**?
	2.	If the **Board Approval Date** is <u>before</u> the Application Submission Date, is the approval date entered in item 7 of the **Title Page**?
	3.	If the **Board Approval Date** is <u>after</u> the date the application is submitted, is the LEA/College/agency preparing to submit a copy of the **Board Resolution**, <u>or</u> a certified copy of minutes showing board approval, to OV-TCIP as soon as the board approves the submission**? (NOTE: The NJDOE will not approve the spending plan unless the board has approved submission of the plan, as evidenced by the Title Page or a copy of the Board Resolution.)**
	4.	Does the **Total Funds Requested amount** match the **Allocation amount** on the allocation notification letter? **Allocation amount: $_____** **Total Funds Requested (Item 8b): $_____**
	5.	If <u>not</u> a consortium does the amount in **Item 8 match** the amount in Item **8b**?
		FOR CONSORTIUM ONLY
	6.	Has the **lead agency** included its signed and dated **Title Page** form?
	7.	Has the **lead agency** included a <u>signed and dated</u> copy of the **Title Page** from **each** of the consortium participants?
	8.	Has the board of each consortium participant approved the participant's membership in the consortium **ON OR PRIOR TO THE DATE THE LEAD AGENCY SUBMITTED THE SPENDING PLAN TO OV-TCIP,** as shown in item 7 of the participant's Title Pages?
	9.	If answer to number 8 (above), is "NO", is the lead agency preparing to submit a copy of the **Board Resolution to Apply as a Member of a Consortium**, <u>or</u> a certified copy of minutes showing board approval, as soon as the district board approves the participation in the consortium? **(NOTE: The NJDOE will <u>not</u> approve the spending plan unless all boards have approved participation in the plan, as evidenced by the Title Pages or a copy of the Board Resolution to Apply as a Member of a Consortium, for each consortium participant.)**
	10.	For every consortium participant, does the amount in item 8 equal the amount in item 8a? Does the amount in item 8b equal $0?
	11.	Do items 8 and 8b on the Consortium Applicant's (Lead Agency) Title Page equal the **total** contribution of **all members** of the consortium?
	12.	Did **each** consortium participant name the consortium applicant/lead agency in item #9 on the **Title Page**?
	13.	Has the Chief School Administrator/College President/Agency Head completed Items 11 and 12 on the **Title Page** form?
		NARRATIVE
		Secondary or Post secondary Narrative Form
	14.	Is every column of the "Grantee's Level of Achievement" completed?
	15.	Is there a check on one (and only one) of the Category lines?
	16.	If a consortium, is there a completed narrative form for EVERY consortium member AND a summary narrative for the entire consortium?
	17.	Is there a comparison of the grantees achievements to the State Negotiated Levels?
	18.	Is the applicant's narrative complete, comprehensive and detailed, explaining the rationale for the expenditures in relationship to the category checked?
	19.	Have <u>all</u> below standard performance levels (if applicable) been noted and addressed in the narrative plan(s)?

SELF-EVALUATION FORM FOR FY2006 CARL D. PERKINS SPENDING PLAN

LEA/COLLEGE/AGENCY: _____

In the first column, enter "Y" for Yes, "N" for No, and "NA" if Not Applicable.

Y/N/NA	#	CRITERIA
		FISCAL FORMS
		A. Budget Detail Form A
	20.	Are items **A-E** completed accurately?
	21.	Is there a **separate** Budget Detail form (or set of forms) for **each Function and Object Code** used**?**
	22.	Are appropriate **Goals and Objective Numbers** (from the latest approved **Multi-year Plan**) included for **each** expenditure item?
	23.	Are codes for the appropriate **Standards and Measures** (from the latest approved **Multi-year Plan)** included for **each** expenditure item?
	24.	Are individual CIP Code(s) provided for all requested expenditure items? ("All CIPs" is not acceptable)
	25.	Are the **descriptions/itemizations/justifications** adequate to provide all the information necessary for approval?
	26.	**Is the math correct?** Does "Column J" *X* "Column K" = Column L?
	27.	Does the total for each **Expenditure Category and Function and Object Code** match the total for that category on the **Grant Budget Summary form?**
	28.	Are **Supplies** (100-600, 200-600), requiring further detail, itemized and consistent with policies in Section 8.5.8 of the **Spending Plan Guidelines**?
	29.	Does each **Supply item** (100-600, 200-600) exceeding $750 include the minimum specifications as required by Section 8.5.8 of the **Spending Plan Guidelines**?
	30.	Does proposed **Equipment** (400-731, 400-732) meet the definition of equipment and is adequate back-up detail provided as required by Section 8.5.9 of the **Spending Plan Guidelines**?
	31.	Are costs for **Keynote Speakers and Session Presenters' Services** equal to or less than $1,500 per day per presenter? (GAAP 100-300, 100-500, 200-300, 200-320, and 200-500)?
	32.	For all requested **Staff Travel Costs** (200-580), are adequate detail and justification provided, as required by Section 8.5.7.2 of the **Spending Plan Guidelines**?
	33.	Are **Staff Registration Fees** listed in 200-500?
	34.	Are requests for **Student Workshops and Travel** (100-800, 200-500, 200-600) supported by adequate detail?
	35.	Are the **page numbers** (item M) **and totals** (item N) **correct?**
		B. Budget Detail Form B - Employee Benefits
	36.	Are **items A-C** completed accurately?
	37.	Has the **position title** and **name of employee** been included?
	38.	Are all **Fringe Benefits (200-200)** listed on **Budget Detail Form B**?
	39.	Are **individual CIP Code(s) provided** for all requested expenditure items? ("All CIPs is not acceptable")
	40.	Are appropriate **Goals and Objective Numbers** (from the latest **approved Multiyear Plan**) included for **each** expenditure item?
	41.	Are codes for the appropriate **Standards and Measures** (from the latest **approved Multiyear Plan**) included for **each** expenditure item?

LEA/COLLEGE/AGENCY: _____

In the first column, enter "Y" for Yes, "N" for No, and "NA" if Not Applicable.

Y/N/NA	#	CRITERIA
	42.	Is the **salary amount requested** in the grant listed accurately?
	43.	Are **TPAF and FICA** contributions (for employees in TPAF) budgeted for 15% for employees, if paid with federal program funds? (TPAF = 7.35% and FICA = 7.65%)
	44.	Is **FICA** contribution for part-time, non-TPAF grant-funded employees 7.65%?
	45.	Is **FICA** for **Federally Funded Stipends** budgeted for 7.65%?
	46.	**Is the math correct**? Do all of the benefits requested equal the amount(s) listed in column L?
	47.	Are the **page numbers** (item M) and **totals** (item N) **correct**?
		C. Budget Detail Form C - Salaries
	48.	Are **items A-F** completed accurately?
	49.	Are **Salary Costs** for category 100-100 listed on the **Teacher Salaries form**?
	50.	Are **Noninstructional Salary Costs** for category 200-100 listed on the **Noninstructional Salaries form**?
	51.	Are **individual CIP Code(s) provided** for all requested salary items? ("All CIPs" is not acceptable)
	52.	Are appropriate **Goal and Objective Numbers** (from the latest **approved Multiyear Plan**) included for **each** requested salary?
	53.	Are codes for the appropriate **Standards and Measures** (from the latest **approved Multiyear Plan**) included for **each** requested salary item?
	54.	Are the **position title** and **name** (if known) of each **grant-funded employee** entered?
	55.	Is the name of any **requested salary position,** requested dollar amount, and specific job responsibilities included in the **description/itemization**?
	56.	Are the **cost calculations** shown **clearly**?
	57.	**Is the math correct?** Does the information in column L agree with the information shown in column K?
	58.	Are the **salary totals** (item M) **correct**?
	59.	**Is the Salary and/or Stipend Narrative and Justification form completed accurately?**
	60.	**Is the information** on the **Salary and/or Stipend Narrative and Justification form adequate** to explain and justify the position funding requested?
		D. Grant Budget Summary Form
	61.	**Are items A-C** completed accurately?
	62.	Are **Program and Administrative Costs** entered by appropriate **Expenditure Category** and **Function and Object Code?**
	63.	Do **Administrative Costs** equal no more than 5% of the total allocation and are they listed in the appropriate columns?
	64.	Do line item **amounts** on the **Grant Budget Summary** form equal the total amounts for each **expenditure category** and **function and object code** as shown on the Budget Detail Form(s)?

LEA/COLLEGE/AGENCY: _____

In the first column, enter "Y" for Yes, "N" for No, and "NA" if Not Applicable.		
Y/N/NA	**#**	**CRITERIA**
	65.	Is the **Grant Budget Summary Form** complete and accurate and does it match the amount listed in item 8 on the **Title Page**?
	66.	Has the **BA/CFO** signed and dated the form?
		STATEMENT OF ASSURANCES
	67.	Is the **Statement of Assurances** included and **signed and dated** by the Chief School Administrator/College President/agency head or designated signatory?
		MULTIYEAR PLAN (IF SUBMITTED)
	68.	If submitting a **new** One Year Plan, has the new **One Year Plan** been **included** with the **Spending Plan** for submission to NJDOE?
	69.	If **revising** the **approved Multi-year Plan**, have the **Multi-year Plan revisions** been submitted with the **One-Year Spending Plan?**
		WORKFORCE INVESTMENT BOARD REVIEW
	70.	Has the **FY2006 Spending Plan** been submitted to the **WIB(s)** for review?
	71.	If applicable, has the new, or revised, **One Year** or **Multi-year Plan** been submitted to the WIB(s) for review and comment?
		OTHER
	72.	Has the **FY 2004 Final Report** been submitted to NJDOE?
	73.	Has the **FY 2005 Interim Report** been submitted to NJDOE?

Revised February 15, 2005